



Illinois Department of Corrections

Administrative Directive

Number:

02.37.101

Title:

Travel Guidelines

Effective:

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Authorized by:

[Original Authorized Copy on File]

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Director

Supersedes:

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Authority:

30 ILCS 105/12
730 ILCS 5/3-2-2
80 IAC 2800 and 3000
Statewide Accounting Management System (SAMS)
625 ILCS 5/10-101

Related ACA Standards:

5-ACI-1B-01, 03, 07, 08, 10, 12

Referenced Policies:

01.02.105, 02.37.105

Referenced Forms:

C-10 – Travel Voucher
C-13 – Invoice Voucher
DOC 0174 – Certification of License and Automobile
Liability Coverage
DOC 0382 – Authorization for Direct Billing

I. POLICY

The Department shall reimburse all employees authorized to travel in the performance of their duties in accordance with the rules and regulations established by the Illinois Travel Regulation Council, the Department of Central Management Services (CMS) and the Governor's Travel Control Board.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish departmental procedures governing travel in compliance with regulations established by the Illinois Travel Regulation Council, CMS and the Governor's Travel Control Board.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. The Chief Administrative Officer shall designate an individual to function as the facility Travel Coordinator who shall ensure travel procedures are available to travelers.
2. All prospective travelers shall be made aware of travel guidelines prior to departure to enable the traveler to determine and properly record reimbursable travel expenses.

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3. The facility Business Administrator shall make copies of directives on travel available to all employees who are authorized to travel.
4. The traveler shall:
 - a. Obtain verbal approval from the supervisor for in-state travel and written approval for out-of-state or out-of-country travel in accordance with Administrative Directive 02.37.105. Participation in conferences or seminars may require prior approval by the Director.
 - b. Provide appropriate documents to the vendor for direct billing in accordance with Paragraph II.F.1.
 - c. Provide identification and proof of State employment to obtain lodging at State rates.
 - d. Comply with all travel regulations and the timely and accurate submission of Travel Vouchers, C-10.

F. Travel Guidelines

1. Direct Billing

Only expenses for transportation, lodging, hotel parking and business telephone calls may be directly billed. An Authorization for Direct Billing, DOC 0382, must be provided to hotel personnel at the time of check-in to directly bill lodging expenses.

2. Receipts

A receipt is required for all reimbursable expenses in excess of \$10.00. If required receipts are not available, a statement signed by the traveler certifying the dates of occurrences and the amounts paid shall be accepted.

3. Transportation

a. State-Owned Vehicles

State-owned vehicles shall be used whenever possible. Specific instructions covering vehicle service and repairs are located in the glove compartment of each vehicle.

b. Public Carrier

- (1) All travel shall be by the most economical mode of public conveyance available, and by the most direct route.
- (2) Air fare shall be at coach rates, unless prior approval for higher rates has been obtained from the Agency Travel Coordinator in advance of travel.

4. Private (personal or rental) Vehicle

- a. If a private vehicle is to be used by an employee while on State business, the traveler must have insurance coverage in an amount not less than required by the Illinois Vehicle Code. This includes either a bond filed with the Office of the Secretary of State as proof of financial responsibility, or automobile insurance in the following amounts:
 1. Bodily Injury

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- (a) \$20,000 in the event of bodily injury to, or death of, any one person in any one motor vehicle accident.
- (b) \$40,000 in the event of bodily injury to, or death of, two or more persons in any one motor vehicle accident.

2. Property Damage in the amount of \$15,000 in the event of injury to, or destruction of property of others in any one motor vehicle accident.

- b. Prior to authorization for use of a private vehicle, the employee shall complete and forward to the Agency Travel Coordinator, a Certification of License and Automobile Liability Coverage, DOC 0174, that certifies he or she possesses a valid driver's license and has the minimum required insurance or has filed a bond in accordance with Paragraph II.F.4.a.
- c. A rental vehicle shall be used if it is the most economical mode of transportation available to the traveler.

CAUTION: Optional insurance coverage available for rented vehicles, including both collision damage and personal accident, is a **nonallowable** travel expense. Insurance coverage is not an automatic charge when renting a vehicle; the traveler must initial each optional coverage requested. Therefore, travelers will not be billed for such coverage unless they have actually requested it.

5. Auto Mileage

- a. All travel shall be by the most direct route.
- b. Commuting mileage, the round trip mileage between the residence and headquarters, must be deducted as outlined below:
 - (1) Employees represented by AFSCME Council 31 shall deduct commuting miles from mileage reimbursement requests when they travel through headquarters.
 - (2) All other employees must deduct commuting miles from mileage reimbursement requests in **all** cases, whether traveling through headquarters or not.
- c. Employees authorized to use their personal vehicle shall be reimbursed for the actual miles, less commuting miles in accordance with Paragraph II.F.5.b, if:
 - (1) The mileage is within ten percent of the mileage on the recent and official Illinois map or an online map search tool.
 - (2) Field 31 of the C-10 includes the statement "Certification of auto liability coverage on file."
- d. If mileage exceeds the ten percent allowance, an explanation must be made in Box 31 of the C-10.
- e. Commuting mileage shall be subtracted from the total mileage prior to entering mileage on the C-10 and should be noted in Box 31.

6. Per Diem Cost or Meal Expense

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- a. The per diem allowance provided in the Travel Rates Table, located in the Employee Services section on the Intranet, represents the maximum allowable. Per diem is given in lieu of meal allowance and is only available when the travel period is 18 or more continuous hours or includes overnight lodging.
- b. The per diem allowance covers the cost of meals and meal tips, telephone calls reserving lodging accommodations and incidental miscellaneous travel items.
- c. Two per diem amounts are shown on the Travel Rates Table; the larger amount shall be used only if the traveler is eligible for lunch reimbursement.
- d. For fractional parts of a day at the beginning or ending of continuous travel, one-fourth of the per diem allowance for a calendar day shall be allowed for each period of six hours or fraction thereof. The six-hour periods shall be as follows:

From 12:01 a.m. to 6:00 a.m.

From 6:01 a.m. to 12:00 p.m.

From 12:01 p.m. to 6:00 p.m.

From 6:01 p.m. to 12:00 a.m.

NOTE: If a traveler returns right at 6:00 pm they are not eligible for the fourth period of per diem reimbursement.

- e. When travel time is less than 18 continuous hours, the traveler shall be reimbursed per meal allowance as indicated on the Travel Rates Table. Receipts are not necessary to support per meal allowance.
 - (1) To receive reimbursement for breakfast, the traveler shall begin travel status and leave their headquarters, or if not traveling through headquarters, from their residence, at least two hours before the beginning of their normal work shift and work ten consecutive hours.
 - (2) The Travel Control Board defines lunch as "any meal taken in the middle of a given work shift." Travelers shall not be reimbursed for lunch except as noted on the Travel Rates Table. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and lunches purchased for non-State officers and employees.
 - (3) For travelers to receive reimbursement for dinner, they must be on travel status and return to their headquarters or residence at least two hours after the end of their normal work shift, having worked ten consecutive hours. For employees commencing travel after the close of business, but less than one and one half hours after the end of their normal work shift, dinner reimbursement shall be allowed, if travelers are not eligible for per diem.

7. Lodging

- a. The actual cost of accommodations, excluding tips and room service, but not in excess of the maximum allowable rates established by the Governor's Travel Control Board shall be allowed (see rates table provided under Employee Services on the Intranet or the current year Travel Guides on the CMS Website). Each traveler shall:
 - (1) Contact hotels that appear on the Preferred Hotel Listing. A copy of this list may be obtained from the current year Travel Guide on the CMS Website. As necessary, the list shall be updated and disseminated.

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- (2) Request the lowest available lodging rate at the time of making reservations.
 - (3) Confirm that the hotel's charges are within the maximum allowable rates. Travelers who secure lodging in excess of the allowable rate shall pay the excess charges at checkout time.
- b. If unable to secure lodging within the maximum allowable rate at a hotel on the Preferred Hotel Listing, the traveler shall:
 - (1) For the city of Chicago, contact a minimum of five hotels on the Preferred Hotel Listing and document the rate.
 - (2) For all other areas within the State of Illinois, contact a minimum of three hotels on the Preferred Hotel Listing and document the rate.
 - (3) For areas with less than three hotels on the Preferred Hotel Listing:
 - (a) Contact the hotels on the Preferred Hotel Listing and document the rate.
 - (b) Contact a minimum of any three budget to mid-price hotels, where available, and document the rate.

NOTE: Upscale or deluxe properties shall only be contacted if they appear on the Preferred Hotel Listing.
 - (4) For all out of state locations, a minimum of three hotels shall be contacted.
- c. Lodging is only allowed at hotels not on the Preferred Hotel Listing if the rate offered is lower than the rate of preferred hotels in that area.
- d. If accommodations cannot be secured at a hotel within the allowable rate:
 - (1) Reservations shall be made at the hotel offering the lowest rate; and
 - (2) An exception must be requested.
- e. The exception request shall be sent to the Agency Travel Coordinator in writing or via electronic mail and shall contain the following information:
 - (1) Traveler's name;
 - (2) Travel destination;
 - (3) Purpose of Travel;
 - (4) Dates and number of days lodging is required;
 - (5) List of specific hotels contacted and rates offered. The statement "No state rate available" is not acceptable for the rate;
 - (6) Specific hotel selected and rate offered at that hotel; and
 - (7) If the hotel offering the lowest rate was not selected, the reason another hotel was selected.
- f. In all out of State locations, a minimum of 3 hotels shall be contacted.

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- g. Excess lodging charges shall be allowed while attending a conference if a traveler used the least expensive room where the conference was held, or if the conference officials arranged for the room. Whichever case applies shall be stated on both the C-10 and the Invoice Voucher, C-13, for the lodging expenses.
- h. When an intra-agency conference or meeting is planned, and lodging rates will exceed the allowable limits, the agency arranging the meeting should write a letter to the Agency Travel Coordinator requesting an exception to the travel rates. An exception to the travel rates must be granted **in advance** by the Travel Control Board.

8. Miscellaneous Expense

Unless otherwise noted, receipts shall be required for fees in excess of \$10.00.

- a. Reimbursable expenses include items such as business telephone calls, public conveyance fares, storage and handling of baggage, hire of room for official business and personal telephone calls of three minutes or less to announce safe arrival, delay or change in plans.
- b. Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls is allowed.
- c. Reimbursement for fares incurred by taxi, bus, elevated trains or subways in the efficient and economical pursuit of the State's business is allowed.
- d. Reimbursement for the cost of purchasing gasoline for a State-owned vehicle is allowed. Regardless of cost, the traveler **must** have a receipt for the purchase and the statement "Oil company would not accept State charge card" must appear on the voucher.

NOTE: Where attainable, gasoline which contains ethanol shall be purchased.

- e. Reimbursement is allowed for the actual cost incurred for purchasing meals for offenders up to the maximum allowable rate. The facility may require receipts; however, a receipt must be provided if it is for more than \$10 and the receipt should be forwarded with the C-10.

9. Special Issues

- a. Conference Expenses
 - (1) For details regarding lodging, see Paragraph II.F.7. of this directive.
 - (2) When the cost of meals is included in the registration cost of approved seminars or official meetings, the traveler, whether on per diem or meal allowance, shall be reimbursed for the full amount due less the amount for the applicable meal (see reimbursement table provided under Employee Services on the Intranet).
 - (3) All conference registration fees shall be charged to the Contractual Services appropriation, not to the Travel appropriation.
- b. Travel Reimbursement between Residence and Headquarters
 - (1) Reimbursement of commuting expenses between the residence and headquarters of individuals shall normally not be allowed, unless individuals who have worked their normal work schedule are called back to headquarters on the same day to conduct official duties after returning to their residence.

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- (2) Employees shall **not** be reimbursed for commuting expenses between the residence and headquarters in situations where an employee is called in to work on a holiday or their scheduled day off.
- (3) No travel expenses shall be reimbursed unless **prior** approval by the traveler's supervisor is secured each time a special trip to the headquarters is made. Travelers shall give a full explanation on the C-10 for each occurrence.

c. Travel Expenses at Headquarters

Expenses associated with State business that are in excess of normal commuting expenses, such as mileage expenses or parking fees, are reimbursable at headquarters. Meals, lodging and per diem are not reimbursable at the headquarters or at the residence.

d. Relocation Expenses

Refer to Administrative Directive 01.02.105 for information regarding reimbursable relocation expenses.

e. Non-reimbursable Expenses

Direct bill items, entertainment, alcoholic beverages, late checkout, room guarantee charge and telephone calls to secure lodging are non-reimbursable expenses. Moving or parking violations are the responsibility of the traveler and shall not be reimbursed.

NOTE: Questions on special issues shall be addressed to the Agency Travel Coordinator, (217) 557-6010, extension 4104.

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